

**POSITION:** General Services Office Assistant  
**OPENING DATE:** October 4, 2011

**CLOSING DATE:** October 18, 2011

**WORK HOURS:** Full-time: 40 hours/week

The U.S. Embassy, Nassau is seeking an individual for the position of General Services Office Assistant in the General Service Office. This position reports to the Supervisory General Service Officer.

### **BASIC FUNCTION OF POSITION**

The incumbent functions as the administrative assistant in the General Services Section at US Embassy Nassau. The position reports to the Supervisory General Services Officer or in his/her absence, the Acting S/GSO.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, (Tel: 322-1181 - ext: 4292, 4293 or 4288).

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education:** Completion of secondary school is required.
- b. Prior Work Experience:** Two years experience as an administrative assistant is required.
- c. Language Proficiency:** English level IV, written and verbal skills required.
- d. Knowledge:** A good familiarity and understanding of the organization of the US Embassy in Nassau; knowledge of General Service's policies and procedures, Housing Handbook provisions, and Department regulations covering housing and maintenance is required.
- e. Skills and Abilities:** Level II typing (minimum 40 words per minute) preferred; working knowledge of Microsoft Word, Excel Spreadsheet, Access, SMART; excellent organizational skills; personable, flexible, willing to adapt to change, and enjoy working with people is required.

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The form can be found on the Embassy website <http://nassau.usembassy.gov>
2. A current resume or a curriculum vita that provides the same information found on the UAE (*see Appendix B*).
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Electronic submission of application may be made at: [NassauHR@state.gov](mailto:NassauHR@state.gov)

## **POINT OF CONTACT**

Name: Ruth Fernander  
Telephone: (242-322-1181 ext 4288)  
FAX: (242-328-7838)  
[NassauHR@state.gov](mailto:NassauHR@state.gov)

**CLOSING DATE FOR THIS POSITION: October 18, 2011.**

**The U.S. Mission in Nassau provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**